

## Step-by-step directions for registering for Job Fair downtown Chicago, Sept. 19

River Forest Township has been asked to help get out the word re: this opportunity. On Sept. 19 in downtown Chicago, approximately 60+ employers will be present to interview for a broad-ranging array of full-time jobs in the retail and “hospitality/travel” service industry. Jobs are wide-ranging, and range from 3 positions available for “Director of Finance” to hotel maintenance and other service workers.

As they explain, there will be hundreds of jobs potentially available for hiring.

Please note:

There are 3 steps to complete before the downtown fair held Sept. 19

1. You must apply on line. (Instructions below) HOWEVER, Laina Krisik and others at the local West Suburban Cook County American Job Center (nearby at 1<sup>st</sup> Ave and the Eisenhower) are happy to have you come in personally and they will help you fill out your application. That process takes 5 minutes. Call Laina Krisik at 708.223.2652 (1701 South First Ave, Maywood, IL 60153)

2. As part of this application process you will first book a pre-screen appointment at a local American Job Center (most of our locals will choose West Suburban Job Center, phone and address listed above because it is closest), before you can interview downtown at the Sept. 19 event. Dress in good interview clothes, bring a resume, and arrive on time for your scheduled appointment.

3. IF you pass the pre-screen appointment at the American Job Center(s), you are guaranteed an interview at the downtown event on September 19. Some employers at the event have stated they are ready to present job offers on the spot.

On-Line Application Sign-up directions:

1. Google, “Hospitality Hires Chicago”
  2. The first entry, “HOSPITALITY HIRES CHICAGO – HOME” pops up
  3. Click on that entry  
[This is easier than entering address, <https://hhc2018.weebly.com/>]
  4. Scroll down the home page to bright red box
  5. Select “Register Now”
  6. Re: Do you have a resume? If yes, can upload with application.  
If No, THAT IS OKAY, BUT BE SURE TO BRING COMPLETED RESUME WITH YOU TO PRE-screen appointment and later to September 19 appointment.
  7. Select where you want your PRE-SCREEN APPT.  
Most locally will select the one closest to OP/RF - West Suburban Cook County American Job Center (1701 So. 1<sup>st</sup> Ave, Maywood, IL 60153 Call 708.223.2652)
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8. Click on location for prescreen.

9. Select among 4 dates

10. HIT SUBMIT

11. [Re: Prescreen appointment– arrive in dress clothes, with resume.

If you pass the prescreen appointment at the local Job Center site, you are guaranteed an interview at the downtown Job Fair, on September 19. At the downtown fair, some employers are able to offer jobs on-site.]